

Student Handbook and Code of Conduct

2009-2010



Virginia School for the
Deaf and the Blind
Staunton, VA

NONDISCRIMINATION POLICY

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal State School rules, laws, regulations, and policies. The Virginia School for the Deaf and the Blind (VSDB) shall not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the educational programs and activities. Complaints or specific complaints of alleged discrimination under Title IX (gender) and Section 504 (disability) should be referred to the Superintendent: Dr. Nancy Armstrong. Contact information is listed below.

Dr. Nancy Armstrong, Superintendent
P. O. Box 2069
Staunton, VA 24402-2069
540-332-9000 (Voice and TDD)

For further information on Federal non-discrimination regulations, contact the Office for Civil Rights at OCR.DC@ed.gov or call 1(800) 421-3481.

It is the intent of the Virginia School for the Deaf and the Blind to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the school division.

All students attending the Virginia School for the Deaf and the Blind may participate in education programs and activities, including but not limited to health, physical education, music and career and technical education. Educational programs services will be designed to meet the varying needs of all students and will not discriminate against any individual for reason of race, color, national origin, religion, gender, age, or disability.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the VSDB principal a written request that identifies the record(s) they wish to inspect. The VSDB principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask VSDB to amend a record that they believe is inaccurate. They should write the VSDB principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If VSDB decides not to amend the record as requested by the parent or eligible student, VSDB will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the VSDB as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Visitors; a person or company with whom VSDB has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, VSDB discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. VSDB will make a reasonable attempt to notify the parent or eligible student of the records requested. Then VSDB will forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VSDB to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: As according to § 99.37 of the regulations, VSDB annually requests parent permission to release student information to the News Media and/or to post student information on the World Wide Web.]

LETTER FROM THE SUPERINTENDENT

Dear Parents:

The Virginia School for the Deaf and the Blind (VSDB) is responsible for providing an educational environment that is safe for all students and supports learning. The Student Handbook communicates expectations and procedures to achieve this goal. Positive social behavior of all students is encouraged and fostered at the VSDB. Appropriate consequences for unacceptable behavior are determined by the staff as necessary and consistent with school policies and procedures for student discipline. Differences in age, maturity, and developmental level are considered in determining the type of disciplinary action and possible intervention needed for each child. All efforts are made to allow teaching and residential staff to reinforce positive behaviors and to teach appropriate social skills essential for becoming a well-rounded adult.

Students, parents and school personnel are asked to carefully read the Student Handbook so they will clearly know what is expected. The expectations are enforced on the school campus and at other times and places where staff, residential advisors, and school administrators are responsible for students. These times and places include, but are not limited to, educational services, residential life sponsored programs, field trips, athletic events and community-based activities.

A statement with the student and parent's signature acknowledging the receipt of the Student Code of Conduct shall be completed for each student. The VSDB shall maintain records of the signed statements. The statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia..

Please pay particular attention to the requirements for attendance and transportation. These guidelines must be met to have an absence recorded as a legal absence and for the timely delivery of students to school and back home.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the standards of student conduct. Parents are also expected to maintain regular communication with VSDB staff, monitor their child's attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties

If there are questions concerning this information, please call the Administrator of the department at the school in which the child attends. We look forward to serving your child at the VSDB. Thank you for your support.

Sincerely,

Dr. Nancy Armstrong, Superintendent
(540) 332-9000

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INDIVIDUALIZED EDUCATIONAL PLAN

All students attending VSDB will have an Individualized Education Plan (IEP). Each student will be assigned an IEP case manager. All students age 14 or older will participate in the development of their IEP and attend their IEP meetings. All IEP documents will be available for review at least 48 hours prior to the scheduled IEP meeting.

Adult students (age 18 and older) will be required to sign all documents unless their parents have retained rights and the appropriate documents are on file in the admission office. Adult students are to contact the IEP Coordinator or their assigned case manager for all IEP-related information or meetings. Parents of adult students will continue to be included in meetings and discussions where decisions are being made that impact the student's educational program as bonafide interested parties.

PHILOSOPHY OF DISCIPLINE

A school, in meeting its educational responsibilities, must establish guidelines and procedures for appropriate student behavior. Each student brings to the VSDB a unique behavior pattern and level of social and emotional adjustment. Therefore, all procedures and guidelines must be fair and in the best interest of the individual student and the school community. The Student Code of Conduct encourages student growth by safeguarding and maintaining an environment conducive to learning. The policy and procedures comply with the applicable state and federal statutes and adhere to the discipline protections provided through practices designed for children with disabilities.

CODE OF CONDUCT

Each year, during the first week of school, all students will be provided with a period of instruction on the contents of the Student Code of Conduct. This instruction will be followed by an assessment appropriate to the student's grade level. Students who enroll at the school after the first week of school will receive such instruction within the first week of attendance.

APPLICATION OF DISCIPLINE POLICY

Students are subject to admonition, counseling, and other corrective actions from any staff member for any misconduct that occurs:

- In school or on school property.
- On all school vehicles, including Charter buses.
- While participating in or attending any school sponsored activity or trip on the way to and from school.
- Off school property when the acts lead to:
 - (1) an adjudication of delinquency or a conviction for an offense listed in §16.1-305.1 of the Code of Virginia (including unlawful purchase, possession or use of a weapon; homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, and burglary and related offenses, or
 - (2) a charge that would be a felony if committed by an adult.

STUDENT EXPECTATIONS

- Remain in assigned area and areas designated for students.
- Conduct self in a safe and orderly manner.
- Use respectful and appropriate language with others on campus and during school related activities.
- Respect the rights of others during both curricular, extracurricular school programs, and dormitory activities.
- Dress and be groomed in a manner acceptable for school per the student dress code.
- Refrain from public displays of affections in an overly intimate manner.
- Refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks.
- Arrive at class and other school activities on time.
- Attend all classes and complete all class work and homework.
- Actively participate in class by bringing needed learning materials to school.
- Refrain from cheating, plagiarizing or receiving unauthorized assistance on any assigned schoolwork and tests.
- Ask for help when needed and tell adults when there are problems.
- Talk to parents about school activities.

- Bring medications only in their original packages and give the medications to school officials upon arrival at school.

PARENTS EXPECTATIONS

- Work cooperatively with the school staff.
- Attend all scheduled conferences.
- Make sure that the school has the correct telephone numbers, contacts and addresses for home, work and emergencies.
- Ensure students arrive to bus stop or school on time.
- Notify the school and Student Life Office when the student is absent.
- Contact Local School Division's transportation office when deviating from the regular transportation schedule.
- Provide time and a quiet space for the student to complete homework.
- Ensure that the student dresses properly, according to the student dress code.
- Ensure the student has all necessary materials for school.
- Provide the name(s) of persons that the student may be released to when dismissed from school.
- Provide the Student Health Services (SHS) with updated medical information.

STAFF EXPECTATIONS

- Plan and conduct a program of instruction commensurate with each student's ability and maturity level that provides an opportunity for each student to be a successful learner in a positive classroom climate.
- Maintain an organized, collaborative and safe school.
- Teach students appropriate academic and independent living skills including how to work cooperatively with others.
- Listen to and encourage student ideas.
- Teach standards of behavior through exemplary role modeling and positive behavior.
- Involve students and parents in policy development.
- Refer students and parents to other agencies as needed.
- Maintain regular and open communication with parents.
- Establish clear rules for acceptable behavior that include appropriate corrective action that is firm, fair, and enforced consistently.
- Ensure the availability of responsive student support systems and delivery of services.
- Clearly explain classroom rules, class requirements (class participation, homework completion, classroom behavior, pass policies for traveling within academic and residential spaces, grading, attendance) to the students.
- Clearly explain privileges, responsibilities, and rewards that students will receive for successfully following classroom and school rules.
- Clearly explain rules and responsibilities pertaining to after school activities and dormitory life (behavioral point system).
- Clearly explain consequences if students choose to violate the rules.
- Report to the Behavioral Staff, Principal, Assistant Principal, Director of Student Life or the Superintendent any student who behaves in such a way that he jeopardizes his own safety, the safety of other students/staff or who seriously interferes with the instructional program of the classroom.
- Handle infractions individually and privately when possible.
- Follow Dual Relationship policy #G032 or #S059.

RANGE OF CORRECTIVE DISCIPLINARY ACTION

The following disciplinary actions may apply depending on the severity of the infraction:

- | | |
|--------------------------------------|---|
| • Student Conference/Warning | • In-Dorm Suspension (IDS) |
| • Parent Contact | • Out of Dorm Suspension (ODS) |
| • Parent/pupil Conference | • In-School Suspension (ISS) |
| • After-school or Lunch Detention | • Out of School Suspension (OSS) |
| • Administrative Detention | • Referral for Disciplinary IEP meeting |
| • Behavioral Services Intervention | • Report to Law Enforcement Agencies |
| • Referral to a School Social Worker | • Confiscation of contraband material |
| • Referral to a School Psychologist | • Restitution |
| • Restriction of School Privileges | • Expulsion |

GENERAL POLICIES FOR STUDENTS

ELECTRONIC DEVICES

The following policy applies to any electronic devices used by students on VSDB campus, such as (not all-inclusive) sidekick, pager, cell phone, tape recorder, digital camera, camcorder, personal laptop, portable video player, and etcetera:

- Students will be responsible to manage these devices themselves. If students are unable to manage these devices responsibly, then they may be restricted from having or using the devices on campus.
- Students may use, with permission, electronic devices in public areas such as the dormitory lounge, Student Center, outside, and upstairs gym (not locker room) during non-school hours.
- All electronic devices will remain in the dormitory. Day students may leave devices in school lockers. Devices in school will be confiscated.
- Students must ask permission before taking pictures, videotaping, or making a voice recording of staff or any other students. If students or staff do not want their picture taken or be videotaped, then their wishes must be respected! Students who do not abide by a staff or student's wish to not be photographed or taped will face disciplinary actions.
- VSDB staff reserves the right to monitor any electronic devices on campus.

The above named electronic devices are not permitted to be used during school hours unless a teacher approves a prior activity (example: class taking pictures for the yearbook or a special class project). Elementary and middle school students (residential or day) will not have these devices in their possession during school hours. Elementary and middle school residential students may be required to leave these devices with dormitory supervisors at bedtime and will be able to pick them up the next day when they return to the dorm after school hours. High school students (residential or day) will keep these devices "out of use" throughout the school day.

They are to be kept "out of sight". Wearing them on a belt clip is not permitted. In the event of emergency, parents can contact VSDB using any of the phone numbers listed on the back page of this booklet. Students with emergency needs during school hours will be assisted to contact their parents using VSDB phones and/or computers.

- These electronic devices may not be used during school hours, including while using the restroom facilities.
- These electronic devices are not permitted to be used in the cafeteria at any time.
- Picture taking and videotaping is prohibited in student bedrooms, restrooms, or on the bus at any time.
- Picture taking, videotaping, and voice recording is prohibited of students being disciplined for any reason. Devices are not allowed to be used in the behavior office.
- Pictures and videotapes may not be uploaded or posted on the internet for other people to view.
- Pictures and videotapes may not be edited by photo editing software to be cut/pasted/superimposed on other pictures (example: use one person's head and put it on another person's body to make a picture).

Students who do not follow these rules will have their device confiscated and held until the end of the day. Second offense will result in the device being held until the end of the week. Third offense will result in the device being held until the end of the week and a restriction plan will be developed, such as turning the devices to staff at designated time each day for a specified period of time. Repeated offenses may result in total loss of privilege to bring the device to VSDB campus as determined by administrative and behavior committee.

RESPONSIBLE USE OF TECHNOLOGY AND THE INTERNET

Students have the privilege to use VSDB computers and other appropriate technology. Students are required to follow established rules regarding using computers, technology, and the Internet. Students' inappropriate use of technology, including but not limited to, e-mail, instant messaging, and web pages that are obscene, pornographic, threatening, or other inappropriate use is prohibited. Students are not to use any technology (hardware and/or software) to disrupt the education or to interfere with the safety and welfare of the school community, even if such uses take place off school property (i.e., home, business, private property, etc).

Instant messaging is a real-time means of textual communication between two or more parties. Some of the applications that are designed for this communication are MSN Instant Messenger, Yahoo Instant Messenger, and AOL Instant Messenger. This form of communication is prohibited on VSDB computers from student use at all times due to the inherent dangers involved in this form of communication and the lack of the ability to monitor this activity to ensure student safety.

Altering the pre-set VSDB software image or taking apart the computer for access to internal parts is prohibited. The VSDB adheres to the provisions of the Children's Internet Protection Act (CIPA). Transmission of any material in violation of Federal, State, or local law, ordinance, VSDB policy, regulation or the Student Code of Conduct is prohibited. This includes, but is not

limited to, the following:

- Copyrighted material.
- Cyber bullying.
- Threatening, violent, obscene or pornographic material.
- Material protected by trade secret.
- Uploaded or created computer viruses.

Use of technology for commercial activities is prohibited unless explicitly permitted by the Superintendent. Commercial activity includes, but is not limited to, the following:

- Any activity that requires an exchange of money and/or credit card numbers.
- Any activity that requires entry into an area of service for which the school will be charged a fee.
- Any purchase or sale of any kind.
- Any use for product advertisement of political lobbying.

The VSDB staff has the right to administratively monitor any students' technology use (school equipments and personal devices) including, but not limited to, websites, instant messaging systems, chat groups, or news groups visited by users, material downloaded or uploaded by users, and e-mail sent or received by users. Such monitoring may occur at any time, without notice, and without the user's permission. Students refusing access will face disciplinary action, including restricted use of the technology.

The VSDB provides supervised Internet access to students. There are computer labs available for groups of students to use for class work. The ability to communicate electronically with others and to gain access to primary source data is an invaluable benefit for staff and students. There are, however, information areas within the structure of the Internet, which may be inappropriate for access and use by students. Staff members ensure that student use of the Internet is appropriate and educational. Students are directed to sites with only age-and topic-appropriate material and resources. Teachers will explore an Internet site before directing students on that site.

Students using school resources for Internet access shall abide by the following methods of interaction:

1. Use school facilities and equipment appropriately, only for school-related, educational activities.
2. Ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
3. Students are not permitted to share passwords with one another for any reason and should make every effort to keep all passwords secure and private.
4. Pornographic, sexually explicit, obscene, or vulgar images, sounds, music, video, language, or materials including screensavers, backdrops, and/or pictures are prohibited.
5. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.
6. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
7. Illegal use or transfer of copyrighted materials to a school owned computer, including laptops, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
8. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
9. File sharing must be approved and directed by the teacher.
10. Sending e-mail using another's identity, an assumed name, or anonymously is prohibited.
11. Permitting a non-user to use VSDB resources for purposes of communicating the message of some third party, individual or organization is prohibited.
12. Additions, modifications or deletion of files, except in the student's "directory" or "home directory" are prohibited.
13. Putting non-school related material (files) on a school file server is prohibited.
14. VSDB students will not use school resources to post personal home pages.
15. Headphones may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
16. Laptops may be used for instructional purposes only as assigned. Students are not allowed to deface laptops in any way. This includes, but is not limited to, marking, painting, drawing, marring, or placing stickers on any surface of the laptop.
17. Students should not knowingly introduce or knowingly allow the introduction of any computer virus to a VSDB computer.
18. Students are required to report any activity that degrades the performance of the network or otherwise tampers with

computer hardware or software, permits unauthorized entry into computers, or vandalizes or destroys computer files. Such activity is considered a crime under state and federal law and will be turned over to the appropriate officials.

19. Any student/faculty who receives threatening or unwelcome communications should bring them to the attention of a system administrator or school administrator. Students will be apprised by school staff that there are many services available on the Internet that could potentially be offensive to certain groups.

Any action that conflicts with the established Internet policy or law may be reported to the appropriate law enforcement agency.

BLOG, WIKI, AND SOCIAL NETWORKING

Recent advancements in the world wide web have brought about a number of new web-based tools which are interactive in nature and allow sharing, networking, and collaboration. Blogs, wikis, and social networking hold much promise as educational tools, but, as with many technology tools, they can be used for destructive purposes causing injury and harm to others.

Definitions:

- Blogs: Short for “weblogs”, which is a webpage that contains entries, including text, graphics, audios, or video files. Blogs are considered an easy way to maintain a constantly updated web presence.
- Wikis: A collection of collaboratively edited web pages.
- Social Networking: Personal sites that enable people to discover shared interests, related skills, or information.

Students participating in school-approved blogs, wikis, and/or social networking shall abide by the following guidelines:

- All use of blogs, wikis, and social networking must be in the furtherance of education and research and consistent with the educational objectives of the established curriculum.
- All materials published on blogs, wikis, and social networks must adhere to copyright law.
- Selling online advertising space is prohibited and blogs, wikis, and social networks may not be used to promote any commercial, non-profit, or personal business activities.
- All blogs, wikis, social networks must be written in a polite and civil manner. Freedom of speech does not allow students to be uncivil and disrespectful to other people. Do not use profanity; racist, sexist, or discriminatory remarks; or any language that attack people.
- Students will not reveal any personal information about themselves, their family, their friends, other students, former students, or any VSDB staff (current or former).

VSDB reserves the right to delete content, at any time, at its sole discretion, that it deems in violation of school policy, or local, state, and federal law.

ELECTRONIC MAIL (e-mail)

Through Internet's electronic mail (e-mail) feature, students, staff and parents can telecommunicate with individuals and groups around the world. Students who have e-mail accounts outside school resources may use those accounts to mail friends and family during set times where they are supervised by VSDB dorm staff. Students have no access to e-mail outside of those supervised times or during school hours.

INTEGRITY

Honesty is expected from students in all educational experiences. Cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty shall not be tolerated. This is considered unauthorized or illegal use of computers or computer networks that will result in restrictions in computer use.

TRANSPORTATION

School provided transportation is available for many VSDB students from home to school. This service also exists for instructional field trips, athletic trips, and special after-school activities as well as for transportation from the VSDB to other locations where specialized educational programs are available. All students are to follow safety rules on the bus and at the bus stop.

EXPECTATIONS FOR TRAVELING ON BUS OR SCHOOL VEHICLE

- Wear a seat belt, as appropriate.
- Follow directions from the driver and chaperones.
- Go promptly to assigned seat or assigned seating area.
- Talk quietly with students seated nearby.

- Remain in seat at all times.
- Use headphones for tape and CD players.
- Keep hands and feet off of windows, door handles or other bus equipment and inside the bus or vehicle at all times.
- Handle all objects and possessions on the bus in a safe manner (e.g., papers away from open windows, etc).
- Remain seated until the vehicle stops.
- Get off at assigned stops only.
- Leave the bus/vehicle in a quiet and orderly manner.
- Dispose of trash properly.

Students are not permitted while riding on bus or school vehicle to:

- Have drinks in glass containers.
- Chew gum.
- Sit on the arms of the seat.
- Behave in any manner that is disruptive, disrespectful or unsafe.
- Use the emergency exit unless there is an emergency.
- Smoke in any vehicle or at bus stops.

The bus/vehicle chaperones have the authority and the responsibility for maintaining order and providing a safe traveling environment. Consequences for being disruptive range from being assigned to a new seat to having disciplinary actions decided upon return to the VSDB. Students who are misbehaving will be immediately assigned seats for the duration of the trip that will facilitate improved behavior. It is the teacher's and supervisor's responsibility to monitor and ensure student seat belt use. Students who violate the designated bus/vehicle rules on the transportation system may have the privilege of riding revoked for a specified time or revoked permanently. When the driver requires assistance to resolve a potentially harmful situation on the bus, the Superintendent, Principal, or other staff of the school shall render assistance. Students, who are unable to regulate themselves safely, may not be permitted to continue with the current transportation activity, which may require parents to pick up the student. Alternate transportation plans may be implemented to ensure safety for all students and staff.

High school students who meet the requirements are permitted to transport themselves to school in motorized vehicles of any type. This privilege depends upon the student's compliance with the parking and vehicle regulations including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles.

STUDENT PARKING, TRAFFIC AND AUTOMOBILE REGULATIONS

All students bringing automobiles on campus must properly register and have signed parental permission and authorization by the Student Life Director before bringing automobiles on campus. On the opening day of school, students, who are licensed drivers will be permitted to park automobiles in a designated area on campus, provided written permission has been obtained from the student's parents. Students are expected to obey all Virginia traffic laws and regulations and requirements of the school at all times. Failure to obey the established rules and regulations governing the automobile parking and traffic on campus will result in immediate suspension of the student's privilege to have a car on campus. Students are subject to the following requirements:

1. All students bringing automobiles on campus must complete a "vehicle registration form" signed by the parents to give authorization for the vehicle to be in a designated area on campus.
2. All automobiles will be parked in the area designated for student parking and use the road areas authorized only for student use.
3. All automobile keys of residential students will be turned into the Student Life Coordinator's office immediately upon arrival. Keys will be picked up from the Student Life Office when the student is prepared to leave the campus for home.
4. Any student who transports other student's home on weekends or any time leaving the school for home will have written permission from both students' parents. Permission slips properly signed and approval from the Superintendent or Director of Student Life must be on file before students are permitted to leave the campus.
5. Residential students cannot drive their automobiles for any reason during the week when they are officially enrolled in school unless they obtain permission from the Superintendent or Director of Student Life. Day students cannot drive their automobiles for any reason during school day except to come to school and drive home or leave school. School day schedules may vary with interscholastic and activity participation. Day students must park cars at the designated area.
6. Students cannot allow other students to drive or ride in their automobiles at any time without proper permission. Dormitory supervisors are responsible for confirming with the Student Life Office that proper permission is on file.
7. No repair work, washing, polishing, may be completed on the automobiles during the parking periods on campus.
8. Students are responsible for properly locking automobiles at all times and are not permitted to return to their cars at any time during the day or night without proper authorization from administration.
9. During the week students are not permitted to be transported by other students in their vehicles without written permission

obtained from parents and prior approval from the Superintendent or Director of Student Life.

The VSDB accepts no responsibility for damage to automobiles, theft of automobiles, theft of any articles taken from automobiles, or personal liability. Failure to obey registration, parking restrictions and traffic regulations may result in the removal of the vehicle from campus at the expense of the owner.

SKATES AND SKATEBOARDS

Students may bring roller skates, "heely shoes", and skate boards to use during dormitory hours provided they adhere to the following:

- They wear helmets and knee pads.
- They use these items only on the court area and sidewalks in front of the dorm.
- They are watchful and courteous of other students.
- They are responsible for their own equipment.

Any students using these items in any building, parking lot, roadway, or on the bridge will lose the privilege of having these items on campus.

HAIR DYES AND PIERCING

Students are not permitted to have access to dangerous chemicals. Therefore, while on campus, students are not permitted to dye their hair or use chemicals to alter it. Students who wish to have this done must have written parental permission and must have it done at a hair salon.

Students must be 18 years old to have any part of their body pierced or tattooed. Students who wish to have this done must have written parental permission and must have it done in a professional establishment.

STUDENT DRESS CODE

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or creates a health or safety problem. Students must comply with specific VSDB dress regulations. Students who go to school with inappropriate clothing will be requested to change their clothing or be requested to wear alternate clothing provided by the school staff. The time missed from school will be considered unexcused, which may affect the daily grade and is time they will be required to make up in detention hall. The dress regulations are as follows:

1. Students are permitted to wear clothing appropriate to their age and the school setting.
2. Elementary students are permitted to wear shorts and sandals weather permitting. Morning elementary dormitory staff are responsible for checking the weather forecast and relaying information to students of the permissibility of summer dress based on the forecasted temperature (above 60). Shorts must have an inseam of at least three inches.
3. Middle school and high school students are permitted to wear clothing of their choice, regardless of weather forecast, as long as the clothing adhere to school policies.
4. Students may not wear see-through tops, bare midriff shirts, clothing with holes or cuts, excessively dirty clothing or clothing with vulgar or profane language, or with pictures depicting violence, drugs or sexual content, causes disruption in the educational environment. The shoulder straps on girls' shirts must be of sufficient width to conceal undergarments.
5. Students must remove head coverings and sunglasses when entering all school buildings. Students with IEP statements or recognized religious observations will be exempt.
6. Students are not permitted to wear items that may be perceived as gang related.
7. Students are not permitted to wear clothing that exposes undergarments or is worn in an unconventional manner.
8. Students are not permitted to wear dog collars, dog chains, and all chain-related garments.
9. Large, oversized overcoats may be asked to be removed.
10. Baggy pants with waistlines below the waist are not allowed.

INAPPROPRIATE SEXUAL BEHAVIOR/SEXUAL HARASSMENT

Inappropriate sexual language and open displays of sexual affection are disruptive to the school environment and are prohibited. It is against the law for any threat or physical force of a sexual nature by a student or employee. Engaging in sexual intercourse is not permitted. Violations will be dealt with on an individual basis and may result in disciplinary action.

Sexual harassment and inappropriate sexual behavior include, but are not limited to, the following:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Obscene, pornographic, threatening, or other inappropriate use of technology.
4. Graphic comments about a person's body or overly personal conversation.

5. Sexual jokes, stories, drawings, pictures or gestures.
6. Spreading sexual rumors.
7. Inappropriate or suggestive sexual gestures.
8. Exposing private body parts to another person.
9. Touching a person's body or clothes in a sexual way.
10. Cornering or blocking of normal movements.
11. Displaying sexually suggestive objects.
12. Displaying sexually explicit behavior.

Students shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Any student who believes they have been subjected to sexual harassment shall immediately file a complaint of the alleged act with the Principal. The Principal shall investigate the complaint and work towards a resolution of the matter. Refusal to put the complaint in writing shall not preclude an investigation of the complaint by the Principal. False charges of sexual harassment shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action. Any student or employee who has knowledge of the occurrence of sexual harassment of a student by an adult, a student by a student, or an adult by an adult should contact any administrator.

DATING BEHAVIORS

Elementary school students are not permitted to exhibit any dating behaviors at anytime. Middle school students and high school students may exhibit appropriate dating behavior and at the appropriate times as outlined below.

High School Students ONLY

Dating Behaviors will be defined as:

- Good night kiss
- Arms around shoulders
- Dating hugs (prolonged)
- Hands on other persons' body in neutral area (on shoulder, head, knee, etc.)

The below behaviors are not considered acceptable dating behaviors and will not be permitted at anytime:

- Deep necking
- Head in laps
- Deep hugging (provocative body mingling)
- Sexual touching
- Hands in non-neutral body areas

Middle School Students ONLY

Dating Behaviors will be defined:

- Arms around shoulders
- Dating Hugs (prolonged)
- Hands on other persons' body in neutral area (on shoulder, head, knee, etc.)

The below behaviors are not considered acceptable dating behaviors and will not be permitted at anytime:

- Kissing of any kind
- Head in laps
- Deep hugging (provocative body mingling)
- Sexual touching
- Hands in non-neutral body areas

Acceptable Dating Behavior is permitted only in after school social areas such as dances, parties, gym activities, student center, mall, and off-campus dorm activities. Staff reserves the right to limit or not allow dating behavior at certain times.

Dating Behavior is not appropriate at:

- Cafeteria
- Student Health Services
- During school hours
- On buses
- In the dorm
- Walking around campus with the dorm group

These behaviors are considered non-dating behaviors and are permitted almost anywhere at anytime.

- Quick light hug
- Hands holding
- Brief handshakes
- High-fives

ALCOHOL AND DRUGS

Each student has the right to learn in an environment free of alcohol and drugs. Alcohol and other drugs not prescribed for the

student are prohibited. Students violating the alcohol and drug prohibition will be referred to the Principal or Director of Student Life for disciplinary action and the local police will be notified. The following mandatory disciplinary actions will be imposed:

- Out-of-school suspension for a minimum of 10 school days
- Exclusion from all extracurricular activities for 30 school days following the suspension

Additionally, if a student has an illegal substance in a motor vehicle, parking permit privileges will be revoked for a minimum of 30 school days. Absences during suspension are unexcused with no right to make up missed work.

If the student successfully completes a community alcohol and drug awareness and intervention program approved by the VSDB (the parents sign permission to share information between the VSDB) and the student and parent participate in at least one meeting with VSDB program staff, then any suspension in excess of 10 school days may be waived and any exclusion from extracurricular activities in excess of 10 school days may be waived. The VSDB may expel the student for any infraction meriting such action and any subsequent infractions within the next three years.

SMOKING AND TOBACCO PRODUCTS

VSDB is a smoke free environment. The use of tobacco products (cigarettes, cigars, pipes, snuff, chewing tobacco, matches, lighters, and other related items) is prohibited on the campus of VSDB and any other setting students and/or adults may participate in during the day (i.e. Valley Vocational Technical Center). The possession and/or use of any tobacco products by students on school premises (including vehicles) at any time are prohibited. A student using tobacco is defined as a student who has tobacco products in the mouth or hand. Students in possession of any tobacco products may receive disciplinary consequences. Any of these items brought to school will be considered contraband and will be confiscated and disposed of.

DANGEROUS OBJECTS AND FIREARMS

Each student has the right to learn in an environment free with others who respect the student's well being. The possession of dangerous objects intrudes on the security and safety of fellow students and school personnel and is absolutely prohibited on the grounds of VSDB and all other settings that students may participate as part of VSDB. Dangerous objects include (not all-inclusive) bullets, knives, machetes, brass knuckles, box cutters, any other sharp object, Chinese stars, mace, laser pointers, fireworks, stink bombs, and explosives or flammable substances of any kind. Also included is the improper use of a common object such as a pen, keys, locks, etc.

The possession or representation of a firearm, whether loaded or unloaded, operative or inoperative, on school property or during any school activity, is prohibited unless specifically authorized by the Superintendent. Possession includes bringing a firearm onto school property or to a school-sponsored event or storing it in a vehicle, locker, or other receptacle. Firearms include pellet guns, BB guns, CO2 air pistols, stun weapons, paint ball guns, tasers, and any other device which the definition of firearm in the Code of Virginia. The possession of look-alike weapons, including but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc. is prohibited on school property. All dangerous objects or firearms (or look-alikes) will be confiscated and parents will be notified. Possession of dangerous objects or firearms (or look-alikes) is ground for disciplinary actions, which includes suspension with a recommendation for expulsion. The local police may be notified depending on the nature of the dangerous object.

The use of a dangerous object, firearm or a look-alike firearm, whether loaded or unloaded, operative or inoperative, in a manner which threatens a person's safety or health will result in immediate suspension with a recommendation for expulsion and the local police will be notified.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the health, safety, and welfare of students and school personnel, VSDB administrative staff may search a student's person and/or personal effects (e.g. purse, book bag, etc.), student lockers, desks, bedroom, or student vehicles under the reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A student's refusal to permit searches and seizures will be considered grounds for disciplinary action and local law enforcement officials may be notified to conduct searches and seizures.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Students are permitted to drive or park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has individualized, reasonable suspicion to believe that illegal or

unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a search yields illegal or contraband materials, law enforcement officials will be notified and such materials shall be turned over to proper legal authorities for ultimate disposition. Students in possession of illegal or contraband materials will receive appropriate disciplinary consequences as described in this handbook.

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR

Students shall comply with any oral or written instructions made by VSDB personnel within the scope of their authority as provided by VSDB policies and regulations. Students shall not behave in a disorderly manner or in any other manner interrupt or disturb the orderly operation of the classroom or any VSDB activity. Gambling in any form is prohibited on school property or in association with any VSDB activity.

BULLYING BEHAVIORS

The VSDB seeks to provide a safe and peaceful environment where bullying behaviors are not accepted by any member of the VSDB community. Necessary ingredients include:

- A commitment from VSDB personnel, students, and parents to oppose all forms of bullying.
- Effective procedures in place to deal with bullying incidents.
- Immediate intervention and on-going support for victims.
- Consequences and support to help bullies change their behavior.
- Instruction to educate student's about bullying behaviors and to raise awareness of the school's expectations.

Bullying is an act of violence that will not be ignored or tolerated at VSDB. Our goal is to empower non-bullying students to reject bullying behaviors and to help students exhibiting such behavior to develop empathy for those who are being victimized.

TATTLING VS. TELLING

Tattling is defined as student telling on someone in order to get that person in trouble. Telling is reporting to an adult when someone is engaging in bullying behavior that puts another student in danger of physical or emotional harm. VSDB staff depends upon students to report bullying.

When a staff member witnesses a bullying incident, they do the following:

1. Intervene.
2. Identify and describe the bullying behavior observed.
3. Ask/help each student involved to complete a Bullying Is Not Tolerated (BINT) form in separate locations.
4. Inform the students that the BINT form will become a part of their school record.
5. Forward the forms to the Behavior Department and request to meet with the Behavior Department Staff who will conduct the conference with the student and sign the form.
6. If a student has two BINT forms on file for bullying behavior, the Behavior Staff will meet with that student, initiate a BINT contract and contact the student's parents.
7. If a student has three "BINT" forms for bullying behaviors, a referral is made to the Bullying Prevention Coordinator for consequences. A time will be scheduled for the student to complete a learning package with their counselor.
8. If a student receives a fourth BINT form for bullying, the student will be given the following consequences:
 - Completion of a community service project, a research paper on bullying, or other consequences agreed on by the behavior team.
 - Completion of a series of teaching objectives/interactions related to the topic of bullying during non-instructional time.
9. If a student has two BINT forms for a victim, the student will be referred to the Bullying Prevention Coordinator for follow up with a counselor or mentor.

HAZING

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. This is not allowed on VSDB campus and all associated programs with VSDB.

SELF-HARMFUL BEHAVIOR

Any student known or suspected of engaging in any type of behavior harmful to oneself will be put on immediate close supervision by VSDB staff and the student's parents will be notified immediately. Each situation will be addressed individually based on the particular circumstances of the student. The student will be referred immediately to either a VSDB counselor, social worker, school psychologist, behavioral staff or to the school nurse, as appropriate, for assessment. In severe situations, the student may also be referred to the local Mental Health Crisis Worker for assessment. Intervention is on a continuum ranging from in-school intervention to outpatient counseling or if more serious, direct admission into a psychiatric facility. The VSDB Student Health Services staff or designee will notify parents.

FIGHTING/ASSAULT/THREATS

Students shall not make any verbal, written, electronically communicated, or physical threat of bodily injury or use of force directed toward another person for any reason including extortion. Students or staff may press charges against anyone who engages in physically aggressive or threatening behaviors. The Principal and Superintendent must be informed of all such actions.

TRESPASSING, LEAVING AREA WITHOUT PERMISSION

Students are to be in their assigned classes and on the school grounds during the entire school day. Students must obtain permission from the principal or his designee to leave the school grounds before the designated closing of the school day. School and dormitory areas are separated on the basis of age and/or gender. Students are expected to be in appropriate dormitory areas and/or to have permission to be in other designated areas. Entering an unauthorized building or area of the school grounds is not allowed and can be considered trespassing. Leaving the campus, a class, a dormitory or any assigned activity area without permission is not allowed.

STUDENTS VISITING STAFF OFF-CAMPUS

Students must obtain prior written permission from parent to visit staff off-campus. The staff must obtain prior written approval from their supervisor.

THEFT/VANDALISM/ARSON

Theft of other's property, including property belonging to students, staff or school will result in disciplinary action and restitution to the aggrieved party. Students shall not maliciously or willfully injure, deface, or destroy school property or the personal property of others. This includes but is not limited to, the buildings, both exterior and interior, books, personal belongings, computer equipment and software, school buses, private automobiles, school grounds, and school equipment. In addition to criminal sanctions against offending students, the Code of Virginia allows the VSDB to collect up to \$2500 in damages from parents of minors who destroy school property.

MEDICATION GUIDELINES

- Parents must provide prescribed medications for their student while the student resides on campus or attends school.
- The student's name, medication, dose, and time for medication to be given will be clearly marked on the student's pharmacy bottle with a child resistant cap.
- Parents of residential students will personally give all medications to bus chaperones, which are stored and transported in a locked medication box. Do not pack medication in suitcases.
- The parents of day students shall take medicine directly to the Student Health Services..

STUDENTS RETURNING TO SCHOOL AFTER SERIOUS ILLNESS/SURGERY

The health, safety, and the well being of the student as well as the protection of other students and personnel must always be the priority in determining the appropriate return date of a student who has been absent due to serious illness, injury or surgical procedure. The student's activity participation level must be clearly defined and any specific restrictions stated with a date as to when restrictions are to terminate. Changes in the student's ability to participate and function within the school and/or residential setting may necessitate an IEP meeting to determine the student's needs and placement and to ascertain if VSDB-S can safely and adequately continue to provide appropriate special education and related services. The Medical Release Form for Students Returning to VSDB-S Following Serious Illness (including those related to Mental Health) , Injury, or Surgery must be completed for the students.

GENERAL SCHOOL INFORMATION

ATTENDANCE

The Code of Virginia requires regular attendance in school for all students ages 5 to 18 in order to maximize the educational opportunities provided by the school. Students are expected to attend all assigned classes every day. Parents are required to notify

the school when their student will not be in school and state the reason for the student's absence. Absence from class includes late arrival, early dismissal or not attending any class. Justifiable reasons for nonattendance must be submitted to the Principal for each full day absence, late arrival, or class absence.

When a student accumulates three (3) unexcused absences, VSDB administration staff will contact the parents and the local education agency (LEA) to develop a plan to resolve the student's nonattendance. VSDB will continue to notify the student's LEA for each unexcused absence thereafter. Parents are responsible to contact the LEA for their attendance policy.

All student absences are considered unexcused unless the parent contacts the school to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include the following:

1. Illness of the student
2. Serious illness in family which necessitates absence of student
3. Death in family
4. Special and recognized religious holidays
5. Pre-arranged absences by parents (must be written in advance and have the Principal's approval)
6. Other reasons approved by the Principal up to five days
7. Other reasons approved by the Superintendent

The Principal in each department will determine if a student's absence is excused or unexcused. The Principal may require an official document (such as a doctor's note) for students with excessive excused absences. Failure to provide official documents at the Principal's request may result in the absence marked unexcused. Parents or adult students may appeal the Principal's decision to the Superintendent. It is strongly advised to arrange student appointments when students are not in school. If a student misses consecutive days due to a midweek appointment, the multiple non-appointment days may be considered unexcused as determined by the Principal.

Middle school and high school students with approved pre-arranged absences are required to obtain assignments and signatures from all their teachers prior to being absent.

It is the responsibility of the student to make up all work missed due to excused absence or suspension from school. The student is to complete make-up work within 5 school days to receive full credit. Students with unexcused absences (other than suspension) may not make up assignments and will receive a zero (0) for the assignments. High school students who accumulate three (3) or more unexcused absences in a course per quarter will result in an "F" grade for the quarter (the highest "F" grade possible will be 68%). High school students receiving an "F" grade due to attendance may have their grade reverted to their actual course grade by participating in a program designed by the Principal and teacher.

The following list (not all-inclusive) is not acceptable to excuse student's tardiness or absence:

1. Overslept
2. Missed the bus
3. Car trouble
4. Parents' inability to provide transportation
5. A parents' note without valid explanation

All students are expected to be on time for class. Those not in their classrooms on time at the beginning of the class period are considered tardy (unexcused) to class unless the student received an excused pass from the appropriate staff. Four (4) unexcused tardiness in class are the equivalent of one (1) unexcused absence in that class per quarter. Students may earn an appropriate disciplinary consequence at the discretion of the teacher for each unexcused tardy. Excessive unexcused tardiness will result in a referral to the Principal. A student that misses more than half of a class period is considered absent from that class. Students arriving late to school must check-in with the department secretary before attending class.

Any students wanting to see a Behavior Staff or the Principal must obtain a pass from their teacher. Students will not be allowed to see the Principal or the Behavior Staff between classes without receiving a pass from their teacher of their next class. Students will not receive an excused tardy pass from the Principal (or designee) or the Behavior Staff. If any staff causes a student to be tardy, it is the responsibility of the student to request a pass from the staff. Residential issues shall be managed after school. Students shall wait until after school to see the Director of Student Life; unless the issue is of a disciplinary nature. Students must obtain permission from the Principal before meeting with the Director of Student Life.

EXTRA-CURRICULAR ACTIVITIES

The VSDB offers and encourages extra-curricular activities as a fundamental and integral part of the educational program. Extra-curricular activities shall be under the direct supervision of each department, with at least one staff sponsor, and shall supplement the classroom program. Such activities must contribute to the fulfillment of the purposes of each department. They must be evaluated periodically and be so organized and administered as to minimize interruptions of the classroom program. Students shall not be permitted to engage in these activities to the point that they interfere with regular class work. The VSDB adheres to rules for all interscholastic activities under the Virginia High School League rules and regulations and other rules and regulations as may be adopted by the school. Any and all activities connected with secret societies (i.e., fraternities and sororities) are prohibited.

SCHOOL SCHEDULE

All students in pre-k through 7th grade will be required to travel to school supervised. Students in 8th grade may earn the privilege to travel independently between designated areas by obtaining a VIMS/JRHS card and maintaining the expectations of the VIMS/JRHS card (see page 19). They must present their VIMS/JRHS card to be permitted to travel independently between designated areas.

High school students will be expected to arrive at all classes on time to be determined by the schedule. Students will be permitted into Healy Hall and Strader Hall at 7:55 a.m. Arrival prior to this time will mean waiting quietly and patiently outside.

Problems arising in dormitories or cafeteria that result in tardiness will be treated as an unexcused tardy.

CAFETERIA SERVICES

The cafeteria is the place where students meet to eat a nutritious meal and to socialize with friends and staff. All behavioral expectations are the same in the cafeteria as at any other time in school and/or in the dorm. Upon arrival in the cafeteria, students may line up at the serving line. Students are expected to use appropriate and polite language with cafeteria personnel, take only food that is planned to be eaten and adhere to guidelines and requests made by the cafeteria and supervising staff. No outside food or drinks are allowed to be seen or consumed in the cafeteria. Outside food or drinks will be disposed in the trash.

Before being served their food students must:

- Wait patiently to go to the cafeteria.
- Walk inside of the cafeteria building.
- Line up in a safe, orderly and respectful manner.
- Tell the cafeteria staff what you want on your tray.
- Remember to say, “please”, “thank you” and “may I”.

After being served their food students must:

- Sit at assigned table, if assigned.
- Keep food on tray.
- Remain at the table area, or get permission to leave from the staff member.
- Ask permission to go to the restroom if necessary
- Return trays to cleaning area. Remove utensils from tray.
- Push chair under the table after use. Wait patiently to be dismissed from the cafeteria.
- Consume all food within the cafeteria. No food may be removed from the cafeteria.
- Students will be required to use appropriate manners and comply with staff directions.

Cafeteria staff has full authority to remind students of rules and to report violations to school and/or dormitory staff supervising the cafeteria. Any student who shows an inability to follow guidelines in the cafeteria can lose the privilege of sitting where they choose. They may be directed to sit in an assigned seat in the cafeteria to eat or may be directed to sit at a table with close and constant supervision by staff. Violations of good cafeteria behavior may result in losing the privilege of eating in the cafeteria for a specified time, which is to be made in consultation with the Principal, Director of Student Life, or Behavioral Staff.

MEDIA RELATIONS FOR STUDENTS

A Media Release Form will be secured for all students prior to the VSDB sharing information on the student with the media. These forms are gathered annually at the same time that the signature for the review of the Student Code of Conduct is secured. VSDB personnel receiving an inquiry from a news media representative regarding a student shall check with the Superintendent to insure the student has a media release form on file, signed by the parent, or by the adult student.

The VSDB assures that requests from the media are appropriate. Examples of appropriate media contact include requesting a picture of an athletic team or recognizing a student for a special award. If at any time, there is a question about the appropriateness of the media request, the student, parent and Superintendent will be consulted. All requests for personal interviews of students must be reviewed and approved by the Superintendent. Whenever an interview is requested by a media source, a Media Release Form for Student Interviews must be completed, forwarded to the Superintendent for approval and then sent to the parent, or adult student, for their approval and signature.

STUDENT GRADING AND PROGRESS REPORTS

As a measure of student progress, report cards are issued four times during the school year with an interim report half-way through each of the grading periods. Parents are encouraged to call the child's teacher if there are questions about the grading reports. The school grading system shall be as follows for all students, grade 1 through high school:

Grade	Percentage of Accuracy
A	93 – 100
B	92 – 85
C	84 – 77
D	76 – 69
F	0 – 68

All students and parents will receive progress reports from the dormitory and from the school as determined by the IEP team. This will communicate clearly to the parents how each student has been performing in class and in the dormitory. These reports will be returned on the next school day to the students' case manager (or homeroom teacher) with parent signatures.

GRADUATION/SENIOR TRIP

Students may stay in school until they meet the requirements for a standard diploma or until the age of 22 before September 30th of the year enrolled in school. Students may participate in the graduation ceremony (and participate in senior night) only once. They will participate only when they have completed the requirements for a diploma and at least one of the following is true:

- the student and his/her parents choose not to return to VSDB to receive educational services, or
- the VSDB administration deem that the school is no longer the appropriate placement to provide educational services to that student, or
- the student has met the requirements for a standard diploma, or
- the student will be 22 years old before September 30th of the year enrolled in school.

A student may participate in the senior trip only once during their placement at VSDB. He or she (and his/her parents) may choose when to participate in this trip provided that the minimal standard course credits qualify the student as a senior (typically their fourth year in high school). The senior student may participate in the senior trip either in the first school year as a senior or subsequent school years.

GENERAL DORMITORY INFORMATION

RESIDENTIAL LIVING

Students living outside the 35-mile radius of VSDB are given the opportunity to live on-campus in the dormitories. All residential students are supervised by trained staff, while they are on-campus during non-school hours. All residential students are provided nutritious meals three times each day, starting with supper on Sunday evening through lunch on homegoing days. Students may bring personal effects from home to use during their stay on campus.

BUS PICK-UP/DROP-OFF SITES

Students are provided transportation to and from VSDB at designated pick-up/drop-off sites. Students are expected to be at the designated pick-up sites at the scheduled time. Parents are expected to meet their student at the designated drop-off sites at the scheduled time on homegoing days. All personal effects should be transported using sturdy luggage or duffle bags and labeled with the students' name. All medication and money (to be deposited in the Business Office) should be turned over to the bus chaperones. Once a student has been checked-in by the bus chaperone, the student must remain on the bus. Parents should make all restaurant/store stops before checking their student on the bus.

On the bus, students are required to stay in their seat wearing their seat belts (if provided), unless a change in seating is necessitated by student behavior. Students must receive permission from the bus chaperones to go to the bathroom. Students are expected to keep the bus clean and discard all trash in the provided plastic trash bags. At a designated stop, students may purchase appropriate items using their own allotted money. All students will be supervised on the bus or in the store/restaurant. Gum or glass bottles

are not permitted on the bus.

DORMITORY SCHEDULE

All students residing in the VSDB dormitories will be required to return to the dormitory immediately after school unless other arrangements have been made. A roll call will be made according to the schedule. Students must report to the dormitory within 15 minutes of the close of school.

High school students must sign in and out of the dormitory and have a pass unless they are leaving in a group with a supervisor. All students must be in the dormitories by 9:00 p.m. unless included in an organized activity. Gold Card students must be in their dorms by 10:00 p.m.

High school students will be awakened at a certain time in the morning and then it becomes their responsibility to arrive at school on time. Students who are late, due to unexcused reasons, will receive a pass indicating so and will receive detention hall that day.

In the dormitories, many special privileges are earned through the positive based point/level systems. These will be explained in detail to the students. Each different dormitory floor has its own unique point/level system. Misuse of privileges, property (toys, radios, etc.) or areas of the campus will result in loss of using these for a specified time, which is to be determined through consultation with the Principal, Student Life Director, or Behavioral Staff.

DORMITORY

The level of supervision is determined by students' age, independent skills, and Behavioral Level System. All students are on a Behavior Level System where they earn points for designated behaviors as outlined on their daily point sheet. At the end of the week, points are totaled and the students are rated at Level 1, Level 2, or Level 3. Students earn certain privileges depending on the level the students are on for the week. Middle school students may earn a VIMS card ("Very Important Middle School Student") or a JRHS ("Junior High School"). High school students may earn a GOLD card, which are the highest level earned with special privileges. Students wanting a VIMS/JRHS card or GOLD card must meet strict criteria and receive recommendations/approvals from all staff that work with them and receive permission from their parents. Dormitory reports for each child are sent home each week via the homegoing folder.

MEALS/SNACKS/DRINKS

Each student in the residential program is provided nutritious meals in the cafeteria. Breakfast is served between 7:15 am and 7:55 am. Lunch is served between 11:30 am and 12:35 pm. Supper is served between 5:15 pm and 6:00 pm. All students are supervised during meals and must exhibit appropriate behaviors while in the cafeteria. After school hours, students may purchase snacks or drinks from vending machines or from the Student Center. Snacks and drinks purchased may only be consumed in designated places.

FOOD ORDERS

Depending on students' Behavior Level System, they may order food after 6:00 PM from restaurants that provide delivery. Students are responsible for paying for the food and arranging to meet the delivery person at the Student Life Office.

HOMEWORK

All dormitories schedule a daily one-hour homework time. During the homework hour, students are not permitted to play music, video games, or watch television. Students requiring additional time for homework will be accommodated. Tutoring services are sometimes provided for students needing additional assistance. Students participating in extra-curricular activities may have an alternate scheduled homework time.

DORMITORY ACTIVITIES

All off-campus activities are approved by the Director of Student Life and scheduled in advance. All students are supervised as determined by their age, independent skills, and Behavioral Level System. Alternate meal plans will be made for all off-campus activities during dinner time.

STUDENT VISITATION

Any student wishing to visit the home of another student must have written parental permission. The student to be visited must also have written parental permission. The students are responsible for obtaining these permission forms from SLO. Telephone or email permissions will not be accepted. These arrangements need to be made 48 hours before homegoing day. Parents must receive permission from the local school division transportation office to transport guests to and from the designated pick-up/drop-off location. If permission is not obtained, then the parent will be responsible to provide transportation for their own student's guest.

STUDENT FUNDS

Students' parents may sign a form that limits the amount of spending money used for general spending. Older students get the total amount on Tuesday and can spend it as they wish. Younger students' money is kept in the office for them to use throughout the week. Dormitories offices have a safe that students may use to secure their money. Students who elect to not use the Business Office or the dormitory safe to safeguard their money are responsible for any loss.

In order to access students' funds for spending:

- Students' request can not exceed the limit the parents have set. Parents can check on this limit by checking with the Business Office. For those students who keep their money in dormitory office, the staff keeps a log of spending.
- The students' money will be picked up on Tuesday and the student initials the book to verify that they have received the money.

Instructional staff may access students' funds for school-related activities by:

- Sending a letter to parents describing the activity and request the money.
- Checking with the business office to see if money has arrived.
- Checking with older students and see if they have the cash themselves for the event.
- Contacting the Business Office to call parents to access existing funds.

Keep in mind that any money given to a bus chaperone on Sunday has to be receipted and; therefore, deposited in the Business Office and cannot be accessed until Tuesday that week. Please be aware that money given to the bus chaperone cannot be used that day to purchase items. When sending money to the Business Office, please specify what the money is to be used for (i.e. field trip, dormitory activity, restaurant, etc.)

TELEPHONE/TDD/VIDEOPHONE USE

Office phones/TDDs are to be used for school business and all phones in the dormitories are "restricted" – meaning long distance calls can not be made. If a student wishes to call a parent, a staff member notifies SLO and SLO calls the parent and requests that the parent call the student in the dorm. All dorm floors have specific times that students can use the phone/TDD but please keep in mind parents have the abilities to talk with their child at any hour if it is necessary and students may call home at any hour, if the dorm staff decides that it is necessary.

The videophone is located in the SLO and can be used by the students as follows:

- Gold Card/VIMS/JRHS card students will have a 20 minute social call limit before 9:30pm.
- Level 3 students have a 15 minute social call limit before 9:00pm.
- Level 2 students have a 10 minute social call limit before 9:00pm.
- Level 1 students can only use for family calls
- Family calls are limited to 30 minutes and take priority over social calls.
- Students caught using inappropriate language will lose videophone privileges

DISCIPLINARY ACTIONS: DEFINITIONS, CRITERIA, PROCEDURES, PROCESSES, AND DISCIPLINE CONSEQUENCES

LOSS OF PRIVILEGE OR ITEM CONFISCATION

The following infractions will be addressed through loss of privilege or confiscation of the item in question contributing to the infraction.

1. Snacks, food, drinks, and gum are not permitted in the school building, unless specifically permitted by school authority for specific occasion or specified in the student's IEP. Restricted items will be asked for and disposed of properly. Water is permitted in a leak-proof plastic container.
2. Toys should not be brought to school (unless specific permission is given for specific occasion) and will be held in the office until the end of the school day and returned to student. Repeated occurrences will result in loss of the toy for a specified time. Additional infractions dealt with individually.
3. High school students going to middle school areas or elementary school areas without permission may be restricted from

unsupervised travel for a specified time. Additional or significant infractions will be dealt with individually.

4. Students misusing computers can be restricted from all computer use for a specified time as determined by the administrative team. Additional or significant infractions will be dealt with individually.
5. Students repeatedly wearing inappropriate clothing will receive consequences. Inappropriate clothing will be held and sent home to the parents via bus supervisor for residential students. Parents of day students may be required to pick up the inappropriate items from the school.
6. High school students (or 8th grade students with VIMS/JRHS card) using inappropriate behavior while traveling to various areas on campus during the school day will lose the privilege of independent travel and will be escorted for a specified time.
7. Students misbehaving on off-campus trips may result in restricting participation in off campus trips for a specified time or a specified number of trips. Consequences will be determined on an individual basis through consultation with the Principal, Student Life Director, or Behavioral Staff.
8. No communication and entertainment devices are allowed in school.
9. Use of communication and entertainment devices will be permitted only in designated places on campus. Using communication and entertainment devices in non-designated places on campus will result in loss of privileges at VSDB campus for a specified time or indefinitely. (See the policy for electronic devices.)

OFFICE REFERRAL (OR)

An Office Referral is when students are unable to remain in their classroom or unable to continue participating in a school-related activity, they will be required to see an administrator, behavior staff, counselor, psychologist, or school social worker. Depending on the reason for the OR, students may return to their classroom activity when they demonstrate that they are ready to return and/or they may receive appropriate disciplinary consequences.

DETENTION HALL (DH): LUNCH OR AFTER SCHOOL

Students may be assigned a Detention Hall (DH) for violating school/classroom rules by any staff. Students will be assigned to report to DH by the VSDB-S staff member. A DH pass will be issued to the student. Staff will notify the behavior staff via email of the student's name, the reason for the DH assignment, the time required for the student to serve, and where the student is to report for DH.

Detention Hall begins as lunch begins (lunch detention) or 5 minutes after school ends (after school detention). It will run a minimum of twenty-five (25) minutes. It can run longer depending on staff's discretion, based on the student's misconduct. Individual classroom teachers will establish their guidelines for time in DH beyond the 25 minutes minimum. Students are expected to enter quietly and remain cooperative throughout detention or it will be lengthened or reassigned for the following day. All behavioral rules apply to students participating in detention. Students are expected to complete work assigned by the teacher during detention. Failure to cooperate with assignments will result in lengthening or reassignment to the next day.

Any student with after-school activities to attend must complete detention first. Students who have DH will miss activities that occur during the time they are in detention. Detention Hall does not need to be postponed to accommodate the student participating in a desired activity. Once the DH is completed students are free to participate in all evening activities.

A student who skips an assigned detention will serve double time the following day. Any student who skips detention on two consecutive days will be assigned to ISS the next school day. Any student who exhibits a pattern of frequent detention will be considered for special programming to address the problem.

Any student receiving more than one detention in the same day may serve them consecutively on the same day or on consecutive days.

Examples of behaviors (not all-inclusive) that warrant DH assignment:

- Tardy to class
- Disruption to class, cafeteria, hallway
- Violation of school dress
- Violation of classroom rules; building rules.

ADMINISTRATIVE DETENTION (AD)

Administrative Detentions (AD) are only assigned by the Administrative/Behavior Staff. Administrative Detention begins 5 minutes after school ends and will run for ninety (90) minutes. Students are expected to arrive on time, enter quietly, and remain

cooperative throughout the AD. Students will not engage in any class-related or leisure activity while serving an AD. Sleeping is not allowed in AD. Students who have AD will miss activities that occur during the time they are in AD. Administrative Detentions will not be postponed to accommodate the students participating in desired activity. Once the AD is completed, students are free to participate in all evening activities.

Parents of day students earning an AD will be required to provide transportation after the day student completes the AD. Parents will be contacted by phone prior to the assigning of an AD for day students. Parents failure to arrange transportation for an Administrative Detention may result in an ISS, which affects their class participation.

A student who skips an assigned Administrative Detention will serve an additional AD.

Examples of behaviors (not all-inclusive) that warrant AD assignment:

- Excessive tardiness to class
- Excessive detentions within a specified time
- Multiple detentions for similar infractions
- Any behavior that neither DH, ISS, nor OSS are appropriate consequence

IN-SCHOOL SUSPENSION (ISS)

Any time in-school suspension (ISS) is required, the student's parents will be notified immediately. If ISS becomes frequently needed, parents will be asked to attend a meeting to discuss the issues and decide on a plan of action. Students will be required to participate in this meeting.

Students will report to ISS as directed by staff. ISS time can vary from one period to multiple school days. All behavioral rules apply during ISS. Students will need to arrive prepared to do assigned work. All assigned work must be completed satisfactorily before ISS is ended. If students perform work below his/her known level of abilities, they will be reassigned to ISS until work is satisfactorily completed. Sleeping is not allowed in ISS. Time spent sleeping is not counted on ISS time. While students are in ISS, they are not eligible to participate in any extra-curricular activities. This means students will miss any school, dormitory, or athletic trip or activity while they are serving ISS.

Students in ISS will eat their meals away from the other students. Trays will be prepared for them by cafeteria staff. ISS can be assigned to extend beyond 3:45 p.m. into a dormitory disciplinary action. If ISS rules are not followed, time can be extended. Repeated placement in ISS can lead to more serious consequences being established.

Individual teachers will inform the student how missing class for ISS will affect the student's grade. Students sent to ISS due to inappropriate behavior in DH will be required to return to DH following completion of ISS.

If ISS continues for more than one half of a school day, students are not allowed to take part in any off-grounds activities during school or dormitory portions of the day. This includes sporting competitions. Students are required to attend sports practices or educational practices. ISS typically ends at 3:45 p.m. and students may participate in all other regularly scheduled dormitory activities. ISS may continue beyond 3:45 p.m. as assigned by Behavioral Staff, the Principal, and/or Student Life Director and all dormitory activities will be deferred until completion of ISS.

ISS is a removal from regular academic scheduling. The Behavior/Administrative staff will make phone contact with Parent (please keep VSDB-S informed of updated phone contact information) that school day or the next and will also provide a written letter explaining the assignment.

As ISS is a temporary removal (due to student behavior) from normal academic scheduling, the consequence may be appealed by a parent. As it is an immediate consequence, a successful appeal would result in removal of the disciplinary report from a student's record and the right for full remediation of missed academic work. Appeal should be made in writing to the Principal of the appropriate department within one working week of notification.

Examples of behaviors (not all-inclusive) that warrant immediate Office Referral; possible ISS and/or additional consequences.

- Excessive defiance towards staff; will be reviewed by Behavior/Administration for additional consequences.
- Hurtful, derogatory language including threats, racial or ethnic slurs; will be reviewed by Behavior/Administration for additional consequences.
- Physical altercation or aggressive contact to staff or student; will be reviewed by Behavior/Administration for additional consequences.
- Destruction of property; will be reviewed by Behavior/Administration for additional consequences.

- Skipping DH twice.
- Three separate incidents same school day that result in DH or Office Referral will result in removal from class schedule and assignment to ISS. Length of time to be determined by Behavior/Administration.
- Student in possession of tobacco products, matches, lighter fluid; will be reviewed by Behavior/Administration for additional consequences.
- Setting fires, pulling false alarms will be reviewed by Behavior/Administration for additional consequences. Unlawful and can be legally prosecuted.
- Running away, leaving grounds without permission will be reviewed by Behavior/Administration for additional consequences. May be an unlawful act for minors and may be prosecuted.
- In an unauthorized area, will be reviewed by Behavior/Administration for additional consequences.
- Theft of others' property; will be reviewed by Behavior/Administration for additional consequences. Unlawful and may be referred to a Law Enforcement Officer.
- Possession or knowledge of others possessing drugs, alcohol, and related paraphernalia will be reviewed by Behavior/Administration for additional consequences. Unlawful and will be referred to a Law Enforcement Officer.
- Possession of fireworks, explosives, gun, ammunition, weapon of any type, look-alike weapon; will be reviewed by Behavior/Administration for additional consequences. Unlawful and will be referred to Law Enforcement Officer.
- Persistent and disruptive level of defiance in the dormitory; will be reviewed by Behavior/Administration for additional consequences.

IN-DORMITORY SUSPENSION (IDS)

In-dorm suspension (IDS) consists of the following:

- Student will automatically be placed on the lowest point system level for the individual dormitory for the IDS period. Students are placed back on the current level when the IDS period is completed.
- Students must remain in the assigned dormitory room and/or floor for the designated time.
- Student may only leave the dormitory to attend supper and must sit with a supervisor during the meal.
- IDS will be given by the supervisor for either one or two days. Behavior can be reviewed by administrative staff and a longer period can be assigned.
- While a student is in IDS, recreational off-campus activities during school or dormitory portion of the day are restricted. Educational trips established by teaching staff will be excluded from this restriction. Students are required to attend sports practices or educational practices.
- Students who have ISS and/or IDS will not be able to participate in social activities associated with clubs and organizations nor will they be able to participate in any athletic competitions after school hours on the day they have received ISS or IDS.

SCHOOL/DORMITORY SUSPENSION (SDS)

Each incident that results in a student receiving a consequence of ISS or IDS will be reviewed by the Administration or the Behavior Staff to determine if the incident is serious enough to warrant placing a student in SDS. They will determine length of restriction. Any student placed in SDS will follow all guidelines established for ISS and IDS consecutively throughout the day until the restriction is lifted.

MANIFESTATION DETERMINATION REVIEW (MDR)

A Manifestation Determination Review (MDR) is a process to review all relevant information and the relationship between the child's disability and the behavior subject to the disciplinary action. A MDR is required if the local educational agency is contemplating a removal that constitutes a change in placement for a child with a disability who has violated a code of student conduct of the local educational agency that applies to all students. VSBD, placing school division representative(s), the parent(s), and relevant members of the student's IEP team, as determined by the parent and the school, constitute the IEP team that shall convene immediately, if possible, but not later than 10 school days after the date on which the decision to take the action is made.

OUT OF SCHOOL SUSPENSION

A student may be removed from the VSDB educational or dormitory setting for any violation of school rules. The school officials will advise parents by telephone at the time of suspension as to the nature of the suspension, its duration, and arrange for the parents to transport the student home. If the parent is unable to transport the student, school officials will request that alternate transportation arrangement be made (i.e. transport provided by another family member or family friend). With each out of school suspension, VSDB requires that the parent, student, and school officials meet as a team to review the suspension and the expectations and responsibilities of each party. This meeting may take place when the suspension begins as the parent arrives to pick the student up or upon the student's return to VSDB at the completion of the suspension.

SHORT-TERM SUSPENSION

A student with a disability may be removed from the VSDB educational setting for up to ten (10) consecutive school days or ten (10) cumulative school days in a school year for any violation of school policies. Students may be removed for a period of time that cumulatively exceeds ten (10) school days in a year for separate incidents of misconduct as long as the removals do not constitute a pattern. If removals do constitute a pattern, then the process for long-term suspension is followed.

LONG-TERM SUSPENSION

A change of placement occurs when a student with a disability is removed for more than ten (10) consecutive school days or a series of removals constitutes a pattern because removals cumulate to more than ten (10) school days in a school year and because factors such as length of each removals, the total amount of time the student is removed, and the proximity of the removals to one authority. A Manifestation Determination Review is required.

The Administrative Team may suspend a student using with the following procedures:

1. The student shall be informed of the specific violation and provided with an opportunity to respond to the charges.
2. The student shall be given an opportunity to present the student's version of what happened.
3. The student shall be informed of the conditions of the suspension, notified of the right to appeal and prohibited from coming on school property and/or to scheduled school activities, etc.
4. The administrator shall inform the student's parents, preferably by telephone, of the alleged misconduct and the conditions of the suspension. Parents will arrange for the student's pick up and transportation home immediately.
5. The administrator shall execute a written notification to the parent informing the parent of the suspension, stating the reasons and conditions of the suspension, the duration of the suspension, and the parent's right to appeal, the student's eligibility to return to school and any conditions for that return.
6. In the case of any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption, the student will be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as possible.

Every effort should be made to provide the letter of suspension to the parents when they pick the student up. If it is not possible to give the letter to the student's parents, a copy of the letter shall be mailed to the parents no later than the next day.

For students suspended more than ten days, the written notification must also include information concerning the availability of community-based educational, alternative education, or intervention programs and the student's eligibility to attend an appropriate alternative education program approved by the placing school division school board during or upon the expiration of the suspension.

The Superintendent will review the action taken if an appeal is made in writing to the Superintendent within seven (7) business days of receipt of confirming letter. The request for an appeal should state in detail the basis for the appeal and provide a copy of supporting information. The Superintendent will review the matter on the record of the behavior and the appeal documentation.

Absences during suspension are unexcused; however, students may make up work within five (5) school days upon return so instruction content will allow them to keep up with their class.

EXPULSION

Any disciplinary action imposed by the student's placing school board or a committee thereof, as provided in the division school board policy, whereby a student is not permitted to attend the VSDB and is ineligible for re-admission for 365 calendar days after the date of expulsion. A Manifestation Determination Review is required. Students may petition the placing school division school board for readmission to the VSDB after one calendar year from the date of the expulsion. All placing school divisions are subject to the VSDB admission criteria.

A student may be expelled from attendance at the VSDB after receiving written notice from the Superintendent to the parents and student informing them of the following:

1. The proposed action, the reason for expulsion and the length of the expulsion.
2. The rights of the student to due process and a hearing by the VSDB and a representative of the placing division.
3. Availability of community-based programs for education, training or behavioral intervention.

4. The right to petition the VSDB for readmission (effective one calendar year from the date of expulsion) and the conditions under which readmission may be granted.
5. A statement that the VSDB expulsion only applies to the VSDB for 365 school days but that the Superintendent will also recommend that the placing school division consider the student for expulsion from the school division.
6. Contact information for the parents to obtain information about the placing school division's eligibility and/or requirement for students to attend an alternative education program sponsored by the placing school division following expulsion.
7. A statement that the parents of an expelled student is responsible for paying the costs of any educational, training, or behavioral intervention programs not offered by the placing school division but which the student is required to attend during the expulsion.

Recommendations for expulsion shall be based on consideration of the following factors:

1. The nature and seriousness of the violation.
2. The degree of danger to the school community.
3. The student's disciplinary history including the seriousness and number of previous infractions.
4. The appropriateness and availability of an alternative education placement or program.
5. The student's age and grade level.
6. The results of any mental health, substance abuse, or special education assessments.
7. The student's attendance and academic records.
8. Such other matters as the VSDB superintendent (or designee) deems appropriate. No decision to expel a student shall be reversed on the grounds that such factors were not considered. The VSDB may consider any of these factors as "special circumstances" when considering disciplinary action pursuant to Virginia Code Sections § 22.1-277.07 and § 22.1-277.08. An expelled student may not enter any school building on the campus. An expelled student may be prohibited from being on campus and/or attending all activities on VSDB campus.

Examples of behaviors that warrant Out of School Suspension:

- Physical or Verbal threats to staff or students, depending on severity, intention, maturational levels; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Physical altercation with intent to harm, cause injury to staff or student; ; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Forceful sexual contact, harassment; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Sexual intercourse; may be illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Significant verbal attack, including racial or sexual slurs, harassment; ; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Intentional property destruction, disfiguring of property; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Setting fires is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Running away from VSDB; may be illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Trespassing in unauthorized area, restricted area; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Theft of others' property, depending on value and circumstances; ; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Possession or knowledge of possession of illegal drugs, alcohol, look-alikes, related products; ; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Possession or knowledge of possession of fireworks, flammables, weapons (firearms, knives, etc.) or look-alikes. ; is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.
- Bomb Threats is illegal and will be referred to Behavior/Administration for additional consequences including possible legal prosecution.

A student may be removed for not more than 45 school days to an interim alternative education setting provided by the placing school division pending a determination of disciplinary action if the student, while at school, on school premises, or at a school function does any of the following:

1. Inflicts serious bodily injury upon another person, regardless of whether or not the behavior is a manifestation of the student's disability.
2. The student carries a weapon to or possesses a weapon at school or a school function under the jurisdiction of the VSDB, a school division or the Virginia Department of Education.
3. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the VSDB, a school division or the Virginia Department of Education.

A Manifestation Determination Review is required. The interim alternative educational setting must be determined by an IEP team.

ATHLETIC DEPARTMENT

PHILOSOPHY:

The Virginia School for the Deaf and the Blind seeks to provide a learning experience for the students through participation in interscholastic sports. VSDB interscholastic competition is seen as a valuable extension of the education process. Extracurricular sports allow the student to learn teamwork, sportsmanship, and fair play, which are important elements in a democratic society. Competition allows the individual to strive to improve oneself while also experiencing success and failure.

OBJECTIVES OF THE ATHLETIC PROGRAM

1. To promote and contribute to the goals of the total educational program of VSDB.
2. To develop good citizenship for rules and authority.
3. To promote physical development, well-being, and improvement of athletic skills through instruction and a sound program of conditioning and practice.
4. To provide a wholesome competitive environment, with carry-over values, including development of positive attitudes.
5. To teach self-discipline to participants, by requiring a lifestyle that will contribute to team effectiveness.
6. To unify the school by involving students and community in a common purpose generating school spirit.

ALL ATHLETIC COACHES:

- It shall be the responsibility of the coach to be cognizant of and enforce all rules and regulations relating to the participation on the VSDB and Mason Dixon level, to instruct according to these rules and at all times to show respect for the judgments and decisions of the officials.
- It shall be the responsibility of the Head Coach to monitor the professional performance of their assistant coaches (paid/non-paid) and para-professionals.
- Each coach shall be responsible for supervising team members before, during, and after each practice session and/or game. It is expected that the coach will terminate all practices in sufficient time to permit participants to change, shower, etc.
- Coaches will follow VHSL eligibility rules. Students can not have more than one 'F' from last semester and last grading period for high school. Middle school students cannot have more than one 'F' during the last grading period. VSDB also requires students to maintain at least a 2.0 GPA. They will work closely with the student-athlete's teachers to ensure academic success for the student-athlete. This will ultimately translate into more success on the playing field/court. Coaches can use weekly reports, phone, email, or any means to keep track of the progress of their student-athletes. Should a student fail to meet the above expectations, any of the following consequences can happen:
 - suspension from team practice(s) and/or games
 - suspension for the remainder of the current quarter
 - suspension for the remainder of the sport's season
 - any other consequence that coaches/athletic director deem appropriate
- It shall be the responsibility of all coaches on all levels to maintain tight control on all athletic equipment issued. The coach is to make sure that all equipment is placed in the designated place after each practice session and/or game, to check carefully the playing areas and locker rooms after all sessions to see that equipment has been properly accounted for and placed in its proper area.
- Each coach is expected to take a personal interest in the welfare of the participants. Close checks should be maintained on class attendance, academic progress, disciplinary problems, etc. throughout the school year.
- Coaches shall be responsible for developing in their squad members the traits of good sportsmanship, fair play, and

fundamentals of the game.

- Coaches shall be responsible for acquiring the necessary number of student managers and assigning them specific duties.
- Coaches will conduct tryouts at the beginning of the season and after four days select the team roster. Travel rosters for basketball teams are ten players and two managers, for volleyball, the number is ten players and two managers. For soccer, the number is 20 players and two managers.
- Coaches will follow their practice schedules at all times except when games are scheduled during their practice time. If coaches switch practice schedules with another team, the Athletic Director must be notified of any changes.
- Coaches will be responsible for pick-up of all food, drinks, and medicine for all trips. Any medication that is needed for practice or home games must be provided by trained medical staff approved by VSDB. Coaches will make sure bus is cleared of all trash on return trip.
- Coaches will hand out student pledges and rules for their sport. They must read to them as well as have them sign the pledge and coaches will also sign and turn these forms in to the athletic director. Coaches will adhere to the no smoking, drinking, and drug policies of VSDB at all times.

CODE OF CONDUCT: COACHES

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Coach positive! Be loyal to your school, administration and fellow coaches.
3. No coach should ever criticize his fellow professional. If you cannot say something good about one of your fellow workers, then don't say anything.
4. Set a good example of conduct. At no time while supervising an interscholastic team may a coach smoke, chew tobacco, drink alcoholic beverages, use drugs or use profane language. This includes traveling to tournaments and anytime coaches are on off campus trips. Remember, the attitude and actions of the coach are reflected in his athletes.
5. Respect the integrity and judgment of sports officials.
6. Extend cordiality and courtesy to the news media. Be very careful when making comments to the press. Never degrade players, officials or opposing team(s).
7. Do not attempt to influence an athlete to select one sport over another. Other team members should not be used to influence a potential athlete. The final choice rests with the athlete.
8. Remember you are coaching adolescent boys and girls. Do not expect them to react as adults. They are not professional athletes.
9. Show courtesy to visiting teams.
10. Coach as if you were coaching your own son or daughter.

CODE OF CONDUCT: ATHLETES

1. Be courteous to your coach and team members and to visiting teams and officials.
2. At no time while on an athletic team may a student smoke, chew tobacco, drink alcoholic beverages, use drugs or use profane language. This includes tournament participation and any off campus trips.
3. Play hard and to the limit of your ability, regardless of discouragement. The true athlete does not give up nor does he/she quarrel, cheat, bet or grandstand.
4. Be modest when successful and gracious in defeat. A true sportsman does not offer excuses for failure.
5. Maintain a high degree of physical fitness.
6. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
7. Play for the love of the sport.
8. Understand and observe the rules of the sport and the standards of eligibility.
9. Set a high standard of personal cleanliness.
10. Respect the facilities of host schools and the trust entailed in being a guest.

Appendix A

DIRECTORY

<u>Administration</u>	<u>Email Address</u>	<u>Phone</u>
Dr. Nancy Armstrong, Superintendent	Nancy.Armstrong@vsdbs.virginia.gov	(540) 332-9000 (Voice/TDD)
Mr. J. Jack Johnson, Principal (Deaf Dept)	Jack.Johnson@vsdbs.virginia.gov	(540) 332-9051 (Voice/TDD)
Ms. Carol Swindell, Assistant Principal (Blind Dept)	Carol.Swindell@vsdbs.virginia.gov	(540) 332-9014 (Voice/TDD)
Ms. Mary Murray, Director of Student Life	Mary.Murray@vsdbs.virginia.gov	(540) 332-9032 (Voice/TDD)
Ms. Michele Dedrick, Residential Program Coordinator	Michele.Dedrick@vsdbs.virginia.gov	(540) 332-9046 (Voice/TDD)
Student Life Office (24-Hour Service)	SLO@vsdbs.virginia.gov	(540) 332-9046 (Voice/TDD) (800) 522-VSDB (Voice/TDD)
Ms. Beth Moyer, Business Office – Student Accounts	Beth.Moyer@vsdbs.virginia.gov	(540) 332-9040 (Voice/TDD)
Ms. Pattye Leslie, IEP Coordinator and Director of Testing	Pattye.Leslie@vsdbs.virginia.gov	(540) 332-9219 (Voice/TDD)
Ms. Sue Fultz, Director of Nursing	Sue.Fultz@vsdbs.virginia.gov	(540) 332-9027 (Voice/TDD) (540) 332-9026 (Voice/TDD)
Ms. Amy Christian, Behavior Management Supervisor	Amy.Christian@vsdbs.virginia.gov	(540) 332-8902 (Voice/TDD)
Ms. Susi Wilbur, Behavior Management Specialist (Deaf Dept)	Susanne.Wilbur@vsdbs.virginia.gov	
Mr. Zachary Cooper, Behavior Management Specialist (Blind Dept)	Zachary.Cooper@vsdbs.virginia.gov	(540) 332-3199 (Voice Only)
Ms. Casey Morehouse, Audiologist	Casey.Morehouse@vsdbs.virginia.gov	(540) 332-9048 (Voice/TDD)
Mr. Joe Thompson, Social Worker	Joe.Thompson@vsdbs.virginia.gov	(540) 332-9054 (Voice/TDD)
Dr. Rebecca Plesko-Dublois, Director of Clinical Services	Rebecca.Plesko@vsdbs.virginia.gov	(540) 332-9113 (Voice/TDD)
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<u>Public Safety/School Resource Officers</u>		
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Sergeant Roger Honeycutt, School Resource Office		
Corporal Melissa Bryant, School Resource Office		